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**CONFIDENTIAL**

1 MAY 1979

MEMORANDUM FOR: Chief, [REDACTED] 25X1

VIA: Director of Technical Service 25X1

FROM: [REDACTED] 25X1

Chief, Plans and Programs Staff, OL

SUBJECT: Required 5% Reduction in Agency Energy Use [REDACTED]

REFERENCES: a. Memo dtd 10 Apr 79 to Heads of Executive Departments and Agencies fm President Carter, subj: Required 5% Reduction in Agency Energy Use (DDA 79-1333; OL 9 1613) 25X1

b. Memo dtd 1 Mar 79 to C, [REDACTED] fm C/PGPS/OL, subj: Reduction of Energy Use (OL 9 0789) 25X1

1. Reference a, attached, is the latest memorandum from President Carter to all Government agencies on energy conservation. You will note that this memorandum mandates a 5% reduction in energy consumption over last year, beginning with 1 April 1979. These savings will be derived from setting thermostats as prescribed, reducing the use of all automotive fuels by 10%, and by other initiatives which you might select. [REDACTED]

2. Although the memorandum might seem repetitious after having received reference b, it does establish 80 degrees Fahrenheit as the lower limit for thermostats during the cooling season, and it requires a 10% reduction in all automotive fuels. You should again review your energy savings programs with the view towards taking other initiatives in order to meet the overall 5% reduction. [REDACTED]

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3. Please forward your responses to this office no later than 8 May. You should take appropriate action to comply with this latest memorandum and advise us the additional steps you plan on taking. You are reminded as well that your annual energy report is due this office by 15 June. [REDACTED]

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